STATE OF NORTH CAROLINA

DEPARTMENT OF TRANSPORTATION

JAMES B. HUNT JR.
GOVERNOR

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E. NORRIS TOLSON
SECRETARY

February 16, 1998

MEMORANDUM TO: Location & Survey Personnel and Contracted L&S Consultants

FROM: D.E. Burwell, Jr., PE   *Ð.Ɛ.Ɓ.ƒƒ.*
State Location and Surveys Engineer
Location and Surveys Unit

SUBJECT: **Revision to Property Contact Database and Procedures**

We have made a slight revision to the Property Owner Contact Database. There seems to be a slight problem with being able to overwrite an existing database. We have fixed this problem to where this should not be an easy occurrence. The only way to overwrite an existing database is to exit the program and physically replace the file through File Manager or Windows Explorer. There have also been a few cosmetic changes that should enhance the program. The program still works the same as the original program. This will be termed version 1.10 of the program. You will need to download the following files from the public server at **CC4\\public\public\L&S\support\PropCon** or through the **FTP** site at **ftp.doh.dot.state.nc.us/public/L&S/Support/PropCon/** and replace your original files in your PropCon directory:

B2850.mdb	Example database
icon.exe	file containing PropCon icon
Master.mdb	the master database
PropCon.mdb	the propcon database
PropCon (B,P,R, and S).doc	property owner contact form letters the database uses
Property Owners.doc	form labels the database uses
PROPINFO.doc	information sheet the database uses

A revision to page 10 of the Readme.doc printout is included with this memo as an attachment. Please replace page 10 and retain all other directions.

I trust these new revisions will resolve the problems encountered with the database.

DEB:jdb

cc: R. Len Hill, PE - Highway Design Engineer
     Carl Goode - Citizens Participation Unit

attachment

DO NOT SAVE CHANGES when asked before exiting Microsoft Word. This can be saved as a Word Document. However, this will only clutter your computer hard drive with unwanted Word document files. The records can be easily updated in the database and re-printed utilizing the database program.

From the Print Forms menu Property Information Sheets can be generated and printed out by clicking on *Print Property Information Sheets* button, This will launch Microsoft Word. After the *merge* button and the *merge to printer* button are selected, information sheets can be printed.

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│ [toolbar icons]                                              100%     │
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│   Tip of the Day: To get Help about an item in the Word window,      │
│   click the Help button, and then click the item.                    │
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│                                                                       │
│               LOCATION & SURVEYS UNIT                                 │
│             PROPERTY INFORMATION SHEET                                │
│                                                                       │
│     PROJECT #: 8.282170                                              │
│     TIP #: B-2580                                                     │
│     PROJECT DESCRIPTION: Bridge #27 over Unnamed Creek and approaches │
│     PROPERTY OWNERS NAME: Thomas Bass                                 │
│     ADDRESS: 226 Winding Shore Rd.                                    │
│     CITY/TOWN: Troutman                                               │
│     STATE: NC        ZIP: 28166                                       │
│                                                                       │
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These records are only printed and **NOT** stored on your hard drive.

When finished printing Property Owner Information Sheets, Close Microsoft Word.

To print Address Labels click on the *Print Address Labels* button on the *Print Forms Menu*. This will open a window called Address Labels : Report. After the *merge* button and the *merge to printer* button are selected, Address Labels can be printed on Standard Avery labels at a size of 1" x 2-5/8" .

When finished printing Address Labels, Close Microsoft Word.